

AN ORDINANCE amending the 1990 Salary Ordinance to include the Chief Housing Counselor position.

WHEREAS, the City of Fort Wayne has provided housing counseling services to its low-income citizens since 1975 as a housing counseling agency approved by the U.S Department of Housing and Urban Development; and

WHEREAS, the City of Fort Wayne has been the recipient of Federal grants to provide these housing counseling services; and

WHEREAS, the housing counseling program will be transferred to the Fort Wayne Urban League during 1990 pending approval by the U.S. Department of Housing and Urban Development; and

WHEREAS, in anticipation of this transfer of the program, the position of Chief Housing Counselor was deleted in the 1990 Salary Ordinance; and

WHEREAS, it appears unlikely that formal approval by the U.S. Department of Housing and Urban Development will be granted by January 1, 1990;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

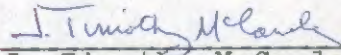
SECTION 1. Section 3. of the 1990 Salary Ordinance(S-112-89) is amended to include the following:

<u>LABOR GRADE</u>	<u>TITLE</u>
<u>COMMUNITY DEVELOPMENT AND PLANNING</u>	
12	Chief Housing Counselor

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
Councilmember

APPROVED AS TO FORM  
AND LEGALITY

  
J. Timothy McCaulay, City Attorney



Read the first time in full and on motion by Dio Junte, seconded by Palmer, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_, day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATED: 12-12-89

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Henry, seconded by Palmer, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>5</u>	<u>2</u>		<u>2</u>
BRADBURY				<u>✓</u>
BURNS		<u>✓</u>		
EDMONDS	<u>✓</u>			
GiaQUINTA				<u>✓</u>
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
REDD	<u>✓</u>			
SCHMIDT		<u>✓</u>		
TALARICO	<u>✓</u>			

DATED: 12-26-89

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. 2013-89 on the 26th day of December, 19 89,

Sandra E. Kennedy ATTEST  
SANDRA E. KENNEDY, CITY CLERK

SEAL  
Charles S. Reed  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of December, 19 89, at the hour of 1:30 o'clock P. M., E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 4th day of January, 19 90, at the hour of 9:20 o'clock A. M., E.S.T.

Paul Helmke  
PAUL HELMKE, MAYOR



# C& ED

## COMMUNITY & ECONOMIC DEVELOPMENT

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### MEMORANDUM

TO: Members of City Council

FROM: Greg Purcell, Director, Community and Economic Development

DATE: December 12, 1989

SUBJECT: Amendment to 1990 Salary Ordinance

#### Background

Since 1975, the City of Fort Wayne, through the Division of Community and Economic Development, has provided housing counseling services to low and moderate-income families. The service assists households in budgeting and maintaining their homes; it has kept many families from losing their homes to foreclosure. For the past several years, the program has been located within the Fort Wayne Housing Authority. Because the program receives funds from the U.S. Department of Housing and Urban Development (HUD), the agency operating the program must be approved by HUD. Community and Economic Development and the Housing Authority have been HUD-approved agencies.

The Housing Authority has determined that its funding and staff should be more concentrated on providing affordable housing for low-income families. Therefore, it was necessary to find another agency to sponsor the housing counseling program. The Fort Wayne Urban League has agreed to fill that role, beginning in 1990.

In anticipation of that relocation, the position of Chief Housing Counselor was deleted from the 1990 Salary Ordinance. Community Development Block Grant (CDBG) funds have also been allocated to the Urban League to provide a portion of the cost of the program.

#### Reason for Amendment

Administrative delays at HUD have made it unlikely that the Urban League will receive HUD approval before January 1, 1990. An amendment to the 1990 Salary Ordinance would allow the Chief



Housing Counselor to continue operating the program as a City employee until the transition to the Urban League is complete.

It should be noted that no Civil City or City Utilities funds are used to pay for this position, and that amending the Salary Ordinance will not cost the City's general fund anything.

As soon as the Urban League receives HUD approval, the Chief Housing Counselor will relocate. The position will then be removed from the 1991 Salary Ordinance.

#### Recommendation

Recent factory lay-offs in the area have resulted in a notable increase in cases assisted by the housing counseling program. In order to continue program operations and to prevent laying off the housing counselor, we recommend that the 1990 Salary Ordinance be amended to include the Chief Housing Counselor.

GP/KP:gb

Attachment

CHIEF HOUSING COUNSELOR

FORT WAYNE HOUSING AUTHORITY

Definition

Under the general supervision of the Director of Community and Social Services, administers the Housing Counseling Program of the City of Fort Wayne.

Examples of Duties

Reviews all program applications for accuracy and completeness before they are forwarded to other sections of the Division. Completes an intake and budget sheet on all clients upon initial visit to office, explains the HUD assignment program to all clients upon first visits to office, serves as an advocate and as a liaison with HUD and all mortgage companies, keeps accurate records on all cases, conducts pre-occupancy home visits for FWHA residents, and post occupancy visits for follow up, provides budget counseling to FWHA residents, assists FWHA with other housing problems when required, on a monthly, semi-annual and annual basis prepares reports for HUD office, prepares grant applications, coordinates services with other social service agencies in city. Performs other duties as required.

Employment Standards

**Education and Experience:** Any combination of education or experience equivalent to a Bachelor's degree in social work, sociology, psychology, human relations or education, and three (3) years counseling and administrative experience. Related degrees including public administration, political science, business administration with an emphasis in human relations will not be ruled out but will only be considered if there is a substantial amount of counseling and administrative experience.

**Knowledge and Abilities:** Must have demonstrated knowledge of the housing problems of low and moderate income persons, must have demonstrated ability to determine effective solutions to these problems on a case by case basis; good communication skills, ability to maintain effective working relationships with counseling referral resources and social service agencies, ability to organize and assign counseling workload to meet Program goals. Knowledge of loan application processing preferred, ability to write grants. Should have some knowledge of real estate practices and financing.

**LICENSE NEEDED:** Valid Driver's, Certification by the National Federation of Housing Counselors\*

**IMMEDIATE SUPERVISOR:** Director of Community and Social Services

**HOURS:** 8:00 AM to 5:00 PM, evening and weekend meeting required.

**SALARY:** Labor Grade 12 - Non-union.

**NOTE:** Must have own transportation available.

**REVISED:** June, 1988

\* This must be obtained within the first 90 days of employment.



Admn. Appr. \_\_\_\_\_

**DIGEST SHEET**

**TITLE OF ORDINANCE** Amendment to 1990 Salary Ordinance *f 89-12-01*

**DEPARTMENT OF REQUESTING ORDINANCE** Community & Economic Development

**SYNOPSIS OR ORDINANCE** Place the Chief Housing Counselor (labor grade 12)  
in the 1990 Salary Ordinance until the US Department of Housing & Urban Develop-  
ment transfers authority for an approved housing counseling program to the Fort  
Wayne Urban League.

**EFFECT OF PASSAGE** The Housing Counseling program will continue uninterrupted.

**EFFECT OF NON-PASSAGE** The Housing Counseling program will terminate on  
12-31-89 until such time as HUD approval is received.

**MONEY INVOLVED (Direct Cost, Expenditures, Savings)** Funding will  
be provided by the Community Development Block Grant and other HUD monies.  
No Civil-City funds are involved.

**ASSIGNED TO COMMITTEE (J.N.)** \_\_\_\_\_

BILL NO. S-89-12-01

REPORT OF THE COMMITTEE ON FINANCE

MARK E. GIAQUINTA, CHAIRMAN  
THOMAS C. HENRY, VICE CHAIRMAN  
BRADBURY, SCHMIDT, BURNS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS  
REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ amending the 1990 Salary  
Ordinance to include the Chief Housing Counselor position

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) ~~(RESOLUTION)~~

DO PASS

DO NOT PASS

ABSTAIN

NO REC

<u>Mark Giaquinta</u>	<u>Q Schmidt</u>		
<u>James H. Bradbury</u>			
<u>Burns</u>			

DATED: 12-26-89

Sandra E. Kennedy  
City Clerk